



Defense Travel Management Office



**WELCOME TO
T-215**

**Personal Leave with
Official Travel (PLOT)**



T-215 PLOT - Class Overview

Topic: DTS Personal Leave with Official Travel (PLOT)

Target Audience:

Travelers – NDEAs – Authorizing Officials
(Any one who makes or approves travel orders)

Time: Approximately 60 minutes

Pre-Requisites:

T-101 Document Processing Authorizations
OR
Equivalent DTS Training
OR
Experience with DTS



TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**

- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

If problem persists call the DISA Help Desk:



ATTENDANCE CREDIT



SELECT: *GUEST*

**ENTER: *FULL NAME + SERVICE/AGENCY
INITIALS***

Acrobat® Connect™ Professional

F-205 Advanced CBA Reconciliation

☒ Enter as a Guest

Type your name:

***Helen
Smith/DTMO***

Enter Room

☐ Enter with your login and password



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may

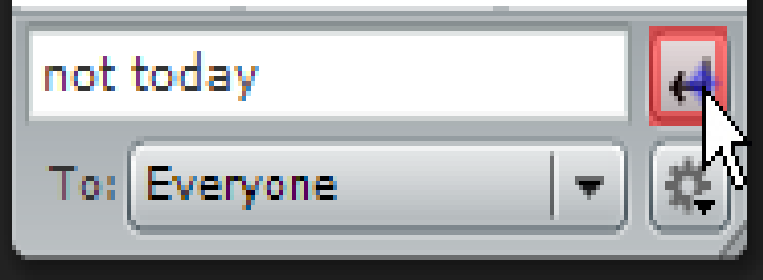


COMMUNICATING IN CLASS



Jacque Beck - guest:

(3/11/2008 15:19) Hi Mike, Are you covering bandwidth best practices today?





Training Objectives

- **Legal basis**
- **Definition of terms**
- **Authorization**
- **Voucher**





Legal Basis

According to the JFTR/JTR, travelers:

- o May combine official travel with leave or personal travel
- o Must not use contract fares for personal travel
- o Must not use GTCC for leisure travel
- o Must arrange official travel through CTO
- o Are reimbursed for official travel only between duty stations
- o Will not receive excess M&IE



Official vs. Unofficial Days

- Official days = days performing duty while TDY and allowable travel days
- Unofficial days = All other days away from permanent duty station (PDS)
 - Annual leave
 - Non-duty day (for civilians only)
 - Duty day (for military members only)



Vs.





Allowable Travel Days

Determined by transportation mode:

Commercial air

- One day in CONUS or within one OCONUS area

POC, rental or government vehicle

- One day for:
 - Each 400 miles if advantageous to government
 - Each leg of travel if convenient for traveler

All others

- Scheduled departure/arrival time





PLOT vs. LICWO

Personal leave with official travel (PLOT)

- o Involves unofficial days in conjunction with TDY
 - o Extra travel arrangements not necessarily required
 - Leave taken at TDY location
- Example: TDY and annual leave in Boston

Leisure in conjunction with official travel (LICWO)

- o A type of PLOT
 - o Extra travel arrangements are required
 - Leave taken at different location than TDY
- Example: TDY in Dallas, annual leave in Chicago



PLOT: Itinerary Dates

Include all dates away from PDS

Example:

- TDY to Boston 01-15 March
- Leave in Boston 16-30 March





Dates entered as:


- o Overall trip start date (leaving PDS): 01 March
- o TDY arrival date (arriving Boston): 01 March
- o TDY departure date (leaving Boston): 30 March
- o Overall trip end date (arriving PDS): 30 March





PLOT: Create Itinerary (Top - Page 1)

A I am leaving from - (Select from list or enter below): 

*Starting Point: * 

*Departing On:  (mm/dd/yyyy)

*Trip Type:  *Trip Purpose: 


Starting Locations in Profile:

RESIDENCE
DUTY STATION


Trip Description:

TDY in Boston, MA, 01-15 Mar 09.
Leave in Boston, MA, 16-30 Mar 09.


B I will be traveling to my TDY location by - (Select from the list below)


Commercial Air ☒ Rail ☐ Rental Car ☐ Other ☐ Time: 

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working): 

*Location 1:

*Arriving On:  (mm/dd/yyyy)

*Departing On:  (mm/dd/yyyy)

Location Tools:

Search by:



PLOT: Create Itinerary (Bottom Page 2)

B My TDY location is - (Where I will be working): [Add New Per Diem Location](#)

Location	Arriving On	Departing On	Edit	Delete
Insert 1 BOSTON,MA	03/01/09	03/30/09	Edit	Delete

C I am returning to: (Select from list or enter below):

*Ending Point: ARLINGTON * VA

*Arriving On: 03/30/2009
(mm/dd/yyyy)

*Trip Duration: ☐ 12 Hours or Less ☐ >12 - 24 Hours - With Lodging
☐ >12 - 24 Hours - No Lodging ☒ Multi-Day

Return Locations in Profile:

RESIDENCE
DUTY STATION

D I will be returning from my TDY by - (Select from the list below)

Commercial
Air
☒

Rail
☐

Rental Car
☐

Other
☐

Time:

10:00 AM

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticketed transportation not listed above: ☐

CTO Full Assistance Request

Save and Proceed



PLOT: Official Flight Reservations

**Government pays for round trip flight
to TDY location and back to PDS**

- o No need to modify default search criteria






PLOT: Rental Car & Lodging Reservations

- o DODFMR: OK to use GTCC for PLOT rental car & lodging
 - o Service / agency rules may differ
- o Reimbursement only authorized for days in official status
- o Normal reservation rules apply
- o Rental Car: Use DTS to reserve only on official days
 - o Can't obligate funds for unofficial travel
- o Hotel: No special rules for using DTS
 - o DTS correctly calculates reimbursement when leave dates are identified



PLOT: Modified Rental Car Search

**Defense Travel System**
A New Era of Government Travel

[RETURN TO LIST](#)


[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)


[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)


Rental Car


[Modify Search](#)

Please Note: A Red Star (*) indicates a field is required.

* Pick-Up Date:
 

* Pick-Up Time:
 

* Drop-Off Date:
 

* Drop-Off Time:
 

Rental Car

Select Rental Car for
**BOS - Boston Logan International Apt, MA
(United States)**
from 03/01/2009 through 03/15/2009

[Skip This Car](#)

RESERVATIONS SUMMARY:

AIR: \$411.20

DCA to BOS : 03/01/09 08:30 AM Arrive: 09:51 AM [Cancel Flight](#) [Change](#)
BOS to DCA : 03/29/09 08:00 PM Arrive: 09:32 PM [Cancel Flight](#) [Change](#)

RENTAL CAR: \$0.00

[Government Rates](#) [Non-Government Rates](#)

Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.



PLOT: Lodging Search

Lodging

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Check-in Date:

03/01/2009



* Check-Out Date:

03/30/2009



Select By:

TDY Location



* City / TDY Location:

BOSTON

MA

* Distance:

10

Miles

Search

Lodging

Select Lodging for BOSTON
from 03/01/2009 through 03/30/2009

Skip This Hotel

RESERVATIONS SUMMARY:

AIR: \$411.20

DCA-Washington, DC (USA) (National Apt) to BOS-Boston, MA (USA)

(Logan Int'l. Apt) : 03/01/09 08:30 AM Arrive: 09:51 AM

[Cancel Flight](#)

[Change](#)

BOS-Boston, MA (USA) (Logan Int'l. Apt) to DCA-Washington, DC (USA)

(National Apt) : 03/29/09 08:00 PM Arrive: 09:32 PM

[Cancel Flight](#)

[Change](#)

RENTAL CAR: \$450.19

THRIFTY BOS - Boston Logan International Apt, MA Pickup: 03/01/09

Drop-off: 03/15/09

[Cancel Car](#)

[Change](#)

LODGING: \$0.00

Govt Safety Compliant Lodging

Other Published Rates

Sort By: ☐ Distance ☒ Rate Range ☐ Hotel Name

Lodging Per Diem Rate Allowed is \$203.00 in BOSTON,MA

> [Next 10](#)



QUESTIONS?





LICWO: Itinerary Dates

Include all dates away from PDS

Example:

- Leave in Dallas 01-15 March
- TDY to Chicago 16-30 March





Dates entered as if this were a 2-location TDY trip:


- o Overall trip start date (leaving PDS): 01 March
- o TDY #1 arrival date (arriving Dallas): 01 March
- o TDY #1 departure date (leaving Dallas): 16 March
- o TDY #2 arrival date (arriving Chicago): 16 March
- o TDY #2 departure date (leaving Chicago): 30 March
- o Overall trip end date (arriving PDS): 30 March





LICWO: Create Itinerary (Top - Page 1)

A I am leaving from - (Select from list or enter below): 

*Starting Point: * VA 


*Departing On: 
(mm/dd/yyyy)

*Trip Type:  *Trip Purpose: 


Trip Description:


Taking leave in Dallas, TX 01-15 March.
TDY to Chicago, IL 16-30 March.


B I will be traveling to my TDY location by - (Select from the list below)


Commercial Air ☒ Rail ☐ Rental Car ☐ Other ☐ Time: 

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working): 

*Location 1: 

*Arriving On: 
(mm/dd/yyyy)

*Departing On: 

Location Tools:

Search by:



LICWO: Create Itinerary (Bottom - Page 1)

D At this location I will need - (Select all that apply from the list below)

Rental Car

☐

Lodging

☒


E Will you be traveling to another TDY Location?

Yes

No



LICWO: Create Itinerary (Refresh Page 1)

C My TDY location is - (Where I will be working): 

Location	Arriving On	Departing On	Edit	Delete
Insert 1 DALLAS (DALLAS),TX	03/01/09	03/16/09	Edit	Delete

*Location 2: CHICAGO,IL

*Arriving On:
(mm/dd/yyyy)



*Departing On:
(mm/dd/yyyy)



Location Tools:

Search by:

Location

State/Country - Location

Zip Code

County Lookup

D At this location I will need - (Select all that apply from the list below)

Rental Car



Lodging



E Will you be traveling to another TDY Location?

Yes

No



LICWO: Create Itinerary (Page 2)

B My TDY location is - (Where I will be working): [Add New Per Diem Location](#)

	Location	Arriving On	Departing On	Edit	Delete
Insert 1	DALLAS (DALLAS),TX	03/01/09	03/16/09	Edit	Delete
Insert 2	CHICAGO,IL	03/16/09	03/30/09	Edit	Delete

C I am returning to: (Select from list or enter below):

*Ending Point:

ARLINGTON

* VA

[Search](#)

Return Locations in Profile:

RESIDENCE

DUTY STATION

*Arriving On:

03/30/2009

(mm/dd/yyyy)

*Trip Duration:

☐ 12 Hours or Less

☐ >12 - 24 Hours - With Lodging

☐ >12 - 24 Hours - No Lodging

☒ Multi-Day

D I will be returning from my TDY by - (Select from the list below)

Commercial

Air



Rail



Rental Car



Other



Time:

08:00 AM

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticketed transportation not listed above:

☐

CTO Full Assistance Request

Save and Proceed



LICWO: Official Flight Reservations


LICWO is VERY complicated

Follow local procedures

- o CTO contract might not allow CTO to help with LICWO
- o If CTO can help with LICWO:
 - o Most flight reservations can't be done in DTS
 - o CTO will return cost of official travel for reimbursement
 - o May have to enter official travel cost on Other Trans. tab



LICWO: Other Transportation

**Defense Travel System**
A New Era of Government Travel

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)




[RETURN TO LIST](#)

[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type:	<input type="text" value="-- Select --"/>
* Description:	<input type="text"/>
* Ticket No:	<input type="text" value="See Attached Ticket 1"/>
* Ticket Value:	<input type="text" value="0.00"/>
Cost: (If different from ticket value)	<input type="text" value="0.00"/>
* Departure Date (mm/dd/yyyy):	<input type="text" value="03/01/2009"/> 
Issue Date (mm/dd/yyyy):	<input type="text"/> 
* Ticket Date (mm/dd/yyyy):	<input type="text" value="02/25/2009"/> 
CBA Label:	<input type="text"/>
CBA Account:	<input type="text"/> CBA Accounts

If necessary, add comments to the travel agent:



LICWO: Rental Car & Lodging

- Rental Car: DoDFMR does not allow charges to GTCC if TDY and leave locations differ
- Lodging will be calculated correctly after leave dates are entered
- Reimbursement only authorized for days in official status



PLOT & LICWO: Initial Per Diem

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	MBIE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
03/01/09	DALLAS (DALLAS),TX	> Edit	> Reset	129.00	129.00 GOVCC- Individual	44.25 Personal	129 / 59	NONE				
03/02/09	DALLAS (DALLAS),TX	> Edit	> Reset	129.00	129.00 GOVCC- Individual	59.00 Personal	129 / 59	NONE				
03/15/09	DALLAS (DALLAS),TX	> Edit	> Reset	129.00	129.00 GOVCC- Individual	59.00 Personal	129 / 59	NONE				
03/16/09	CHICAGO,IL	> Edit	> Reset	157.00	157.00 GOVCC- Individual	64.00 Personal	157 / 64	NONE				
03/29/09	CHICAGO,IL	> Edit	> Reset	157.00	157.00 GOVCC- Individual	64.00 Personal	157 / 64	NONE				
03/30/09	CHICAGO,IL	> Edit	> Reset	0.00	0.00 GOVCC- Individual	48.00 Personal	157 / 64	NONE				

[Reset All](#)[Edit All](#)




PLOT & LICWO: Identify Unofficial Days

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: DALLAS (DALLAS),TX

Values Apply From Date: 03/01/2009

Values Apply Through: 03/15/2009 

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use

box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" date.

☐ No Other Per Diem Entitlements

☒ Leave

Check here if you are taking leave for the above date or date range.

Leave Type:

☒ Annual

☐ Other

Number of Hours:

8

☐ Duty Day(s)(No Per Diem)

Check here if you need to use Duty Day(s)(No Per Diem) for the above date or date range.

☐ Non-Duty Day(s)

Check here if you need to use Non-Duty Day for the above date or date range.

☐ Authorized Delay

Check here if you need to use Authorized Delay for the above date or date range.

☐ Actual Lodging

Check here if you need to use Actual Lodging for the above date or date range.

☐ OCONUS Incidental Amount - (used to reduce the daily incidental rate to the minimum.)

Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

☐ In Place - (used to increase the IM&IE amount to 100% on first or last day of travel)

Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return

Save These Entitlements



PLOT & LICWO: Modified Per Diem

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
03/01/09	DALLAS (DALLAS),TX	Edit	Reset	0.00	0.00 GOVCC- Individual	0.00 Personal	129 / 59	ALVE				
03/15/09	DALLAS (DALLAS),TX	Edit	Reset	0.00	0.00 GOVCC- Individual	0.00 Personal	129 / 59	ALVE				
03/16/09	CHICAGO,IL	Edit	Reset	157.00	157.00 GOVCC- Individual	48.00 Personal	157 / 64	NONE				
03/29/09	CHICAGO,IL	Edit	Reset	157.00	157.00 GOVCC- Individual	64.00 Personal	157 / 64	NONE				
03/30/09	CHICAGO,IL	Edit	Reset	0.00	0.00 GOVCC- Individual	48.00 Personal	157 / 64	NONE				

[Reset All](#)[Edit All](#)



PLOT & LICWO: Finalize Authorization

- ☐ Traveler makes comments to AO
- ☐ CTO finishes reservations
- ☐ CTO notifies traveler

At this point:

- o DTS only displays official travel
- o Traveler pays CTO for LICWO tickets/costs
- o If TDY cancelled, and LICWO flight non-refundable; traveler is not reimbursed.



PLOT & LICWO: Voucher Processing

Authorization indicated planned PLOT

- o Update voucher as necessary
- o Ensure days beyond TDY and authorized travel days are in non per diem status





PLOT & LICWO: Voucher Processing

Transportation Costs

- o Only official cost indicated in voucher
 - o Ensures correct reimbursement (or CBA reconciliation)
- o Electronically attach CTO-provided itinerary / receipt





Summary

- o PLOT has a legal basis - JFTR/JTR
- o Official vs. Unofficial days
- o PLOT vs. LICWO
- o Rental car vs. lodging reservations
- o LICWO in DTS is complex
- o Some CTOs can not assist with LICWO





CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us evaluate:

- o Complete evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website &



THANK YOU FOR ATTENDING DISTANCE LEARNING

**For a three month schedule of
DTMO distance learning classes**

**Go to the
DTMO Website > Training Resources Center**